DOCUMENT RESUME

ED 028 801 LI 001 459

MASFILE-I Pilot Project. Final Report.
Five Associated Univ. Libraries, Syracuse, N.Y.
Pub Date 11 Apr 69
Note-35p.
EDRS Price MF-$0.25 HC-$1.85
Descriptors-*Automation, *Bibliographic Citations, Cataloging, *Computer Storage Devices, Cost Effectiveness, Evaluation, Information Processing, Information Retrieval, *Information Storage, Information Systems, Input Output, Library Cooperation, *Library Networks, Magnetic Tapes, Union Catalogs, University Libraries, Worksheets
Identifiers-FAUL, Five Associated University Libraries, *MASFILE-I Pilot Project

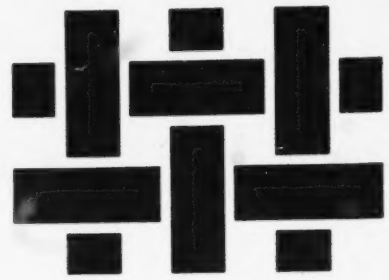
The objectives of the MASFILE-I Pilot Project were (1) to test the utility and cost of compiling a manipulative data base from remote card files; (2) to test the utility of the Administrative Terminal System (ATS) for inputting bibliographic data into computer files from catalog card copy at a central location; (3) to test the adequacy of a modified MARC tagging scheme for labelling, inputting, and retrieving formatted bibliographic data elements; (4) to determine overlap of items in the file; (5) to aid the Five Associated University Libraries (F.A.U.L.) in designing a compatible worksheet for transferring the intellectual product of local catalogers into various on-line and off-line machines; (6) to develop recommendations for building a bibliographic data base. A sequential sample of shelf list catalog cards was selected from each F.A. U.L. library in the Library of Congress Classification for the Book Trade and Library Science (Z116-Z1000.5), manually merged, converted to machine readable form by the IBM ATS system at SUNY-Buffalo in a modified MARC-I format. After editing, a list of 1827 items was published containing full citations, holdings statements, and indexes by main entry, LC card number, and LC class number. A draft cataloger's worksheet was designed and is undergoing testing. Overlap studies were made, and time and cost figures compiled. Recommendations for continuation of the project (MASFILE-II) are also included. (Author)

ED028801

Five Associated University Libraries

Binghamton / Buffalo / Cornell / Rochester / Syracuse

Office of the Coordinator of Library Systems



U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

LI 001459

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

MASFILE-I PILOT PROJECT

FINAL REPORT

LI001459

106 Roney Lane
Syracuse, New York 13210
Phone: (315) 476-5541, Ext. 3021

MASFILE-I PILOT PROJECT

FINAL REPORT

Submitted to the

Board of Directors,
Five Associated University Libraries

by the
F.A.U.L. Systems Committee and
MASFILE Input Group

April 11, 1969

CONTENTS

1	INTRODUCTION
2	OBJECTIVES
3	PROCEDURES
5	ANALYSES
5-8	1. Input record condition and rejects
8	2. Citation overlap study
9-12	3. Time and cost studies
12-18	CONCLUSION AND RECOMMENDATIONS
	APPENDICES
19	Budget
20	Letter Contract with the Technical Information Dissemination Bureau at SUNY-Buffalo
21	Page of 1st printout
22-24	Copy of Holdings List page and 1 page from each indes (p. 60, 301, 350)
25-26	How can we design objectives and priorities for building a MASFILE (or machine-stored data base of bibliographic citations)?
27	Letter from Mr. Warren Boes, Director of Libraries at Syracuse
28-29	Cost data, MASFILE-1 input questionnaire
30	References

Letter of Transmittal
to the Board of Directors
Five Associated University Libraries

Gentlemen:

We have the pleasure of submitting the Final Report of the MASFILE-I Pilot Project to the Board of Directors for your information. This report is accompanied by "An Experimental Holdings List of Selected Research Monographs in the Five Associated University Libraries: Book Trade and Library Science," the production of which served as the working impetus for organizing the talent and energies of key staff members in each of the five libraries. It is believed that this is a unique endeavor by a cooperative library network and has been accomplished within five months.

The report is intentionally brief. It reveals problems, successes, and implications for F.A.U.L.'s short and long-range development. Although flaws are evident, we are generally encouraged by our progress. We sincerely hope that MASFILE-II will take us closer to the satisfaction of F.A.U.L.'s constitutional objectives.

We gratefully acknowledge the contribution of the following people to the MASFILE-I Pilot Project.

SYSTEMS COMMITTEE
Ryburn Ross, Chairman
Gregory Bullard
Gerald Lazorick
Judith Nientimp
Donald Petty

MASFILE INPUT GROUP
Frances Ladd, Chairman
Mrs. Patricia Battin
Margaret Johnston
James Turner
Elaine Walker

Technical Information Dissemination Bureau at SUNY-Buffalo
Gerald Lazorick, Director

F.A.U.L. STAFF
Ron Miller, Coordinator of Library Systems
Leslie Rossin, Projects Assistant
Marie Kunder, Administrative Assistant

Respectfully submitted,

Ryburn Ross, Chairman, Systems Committee
Miss Frances Ladd, Chairman, MASFILE Input Group
Ron Miller, Coordinator of Library Systems

ABSTRACT

The objectives of the MASFILE-I Pilot Project were 1) to test the utility and cost of compiling a manipulative data base from remote card files; 2) to test the utility of the Administrative Terminal System (ATS) for inputting bibliographic data into computer files from catalog card copy at a central location; 3) to test the adequacy of a modified MARC tagging scheme for labelling, inputting, and retrieving formatted bibliographic data elements; 4) to determine overlap of items in the file; 5) to aid F.A.U.L. in designing a compatible worksheet for transferring the intellectual product of local catalogers into various on-line and off-line machines; 6) to develop recommendations for building a bibliographic data base.

A sequencial sample of shelf list catalog cards were selected from each F.A.U.L. library in the Library of Congress Classification for the Book Trade and Library Science (Z116-Z1000.5), manually merged, converted to machine readable form by the IBM ATS system at SUNY-Buffalo in a modified MARC-I format. After editing, a list of 1827 items was published containing full citations, holdings statements, and indexes by main entry, LC card number, and LC class number. A draft cataloger's worksheet was designed and is undergoing testing.

Overlap studies were made, and time and cost figures compiled. Recommendations for continuation of the project (MASFILE-II) are also included.

INTRODUCTION

The name "MASFILE-I Pilot Project" was selected to indicate that the ultimate objective of a series of projects will result in a MASter FILE of document citations in machine readable form which will be used in various operations within the five libraries, e.g. circulation, inter-library loan, cataloging, etc. Such a file can be duplicated readily for use on local computers, or on a F.A.U.L. machine dedicated to library operations, development and research.

In October 1968 the Board of Directors authorized the Chairman to create the MASFILE Input Group (MIG), and charged it with the following tasks:

> To study, develop and recommend procedures for developing MARC compatible bibliographic control worksheet and manual for implementing the objectives of the MASFILE-I Pilot Project. Working with the MASFILE contractor, and the Projects Assistant, this work involves a comparative examination of cataloging and processing procedures currently employed in each institution. At least one member of the Systems Committee should be a member of the MASFILE Input Group. Written reports of activities and recommendations for action should be made to the Board, at the request of the Chairman.

In support of this work the Board also authorized $9,883 to be spent from the Coordinator's budget for computer and printing work by the Technical Information Dissemination Bureau (TIDB) at SUNY-Buffalo, under contract to F.A.U.L. (See Appendix, page 19). The TIDB was selected for this work because it is the only agency within F.A.U.L. which had experience in textual processing and possessed an on-line input system.

The MASFILE Input Group met regularly with the Systems Committee and began to define objectives, procedures for attaining them, establish timing schedules, special analyses of cost, time and overlap data, and provide ways and means to use the results of the project for recommending alternative projects for MASFILE-II.

Because of time and staff constraints, the project was sub-divided into two overlapping parts. Part I became the production of An Experimental Holdings List of Selected Research Monographs in the Five Associated University Libraries (hereafter called the Holdings List) in March 1969; Part II became the design of a worksheet and associated documentation which could be used by each of the five libraries for recording bibliographic data. This worksheet has not been completed.

The body of this report expands upon these activities.

OBJECTIVES

1. To test the utility and cost of compiling a manipulative data base from remote card files.

2. To test the utility of the Administrative Terminal System (ATS) for inputting bibliographic data into computer files from catalog card copy at a central location.

3. To test the adequacy of a modified MARC tagging scheme for labelling, inputting, and retrieving formatted bibliographic data elements.

4. To determine overlap of items in the file.

5. To aid F.A.U.L. in designing a compatible worksheet for transferring the intellectual product of local catalogers into various on-line and off-line machines.

6. To develop recommendations for building a bibliographic data base.

PROCEDURES*

These steps were specified by the Systems Committee and the MASFILE Input Group and were followed fairly closely throughout the Pilot Project.

Part I. Holdings List

1. A letter contract was made with the Technical Information Dissemination Bureau (TIDB) to perform specified tasks in the input, editing and printing of the Holdings List. (See Appendix, page 20).

2. The Library of Congress class Z116-Z1000.5 Book Trade and Library Science was selected as the data base.

3. The first 500 cards were pulled from each library's shelf list, duplicated and sent to the Projects Assistant at the Coordinator's office.

4. The Projects Assistant edited the cards and analyzed the reasons for rejecting some of them. (See ANALYSES below).

5. The Projects Assistant tagged each card with an alphameric code which labelled a "holdings statement" field and forwarded the cards to the Technical Information Dissemination Bureau (TIDB).

6. The TIDB staff transferred the data into machine storage by means of IBM2741 terminals and the Administrative Terminal System software into an IBM 360/40 computer at SUNY-Buffalo.

7. The first printout without indexes was produced and proofread by the Technical Information Dissemination Bureau staff. (See Appendix, page 21).

8. Proof copies of the text were sent to each of the five institutions.

9. Each institution, except Syracuse, added its own holdings statements to those items which they owned but which were not in their original sample of 500 cards. These printouts were then sent back to the TIDB for inputting and editing.

10. Samples of the final proof copy and its indexes were approved by the Coordinator and the Projects Assistant.

---

*See page 30 for supporting documentation cited in this report.

PROCEDURES (cont'd.)

11. An overlap study was done by the Projects Assistant from the proof copy.

12. The final run of 50 copies was formatted and off-set printed at a 30% reduction. (See Appendix, page 22-4).

13. The list was ready for distribution on March 31, 1969.

Part II: Worksheet design

1. A sample of about twelve worksheets was obtained from the U. S. and Canada by the Projects Assistant.

2. A series of draft worksheets were drawn up by a combined sub-committee of the Systems Committee and the MASFILE Input Group.

3. Another sub-committee attempted to determine which data elements are needed in MASFILE and for what purposes.

4. Two draft worksheets were tested at SUNY-Buffalo, University of Rochester, and Cornell. As of this writing, testing and refinement are still in progress.

5. A survey of F.A.U.L. committees, the Executive Council and library directors was distributed in an attempt to gain some consensus about priority uses of MASFILE citations. (See Appendix, page 25-6).

Worksheet development is reported in Conclusions and Recommendations, Objective 5, page 14.

ANALYSES

Several kinds of data were collected and analyzed during the project in order to answer several questions derivable from the project objectives. These studies included:

1. Input record condition and rejects
2. Citation overlap study
3. Time and cost studies

1. Input record condition and rejections

When the MASFILE Input Group members were asked to select the first 500 cards from their shelf list files, certain conditions were imposed. Only Roman alphabets were allowed and serials were excluded. There was a general request to withhold illegible items as well. A summary of shelf list holdings for the Library of Congress classification range of Z116-Z1000.5: Book Trade and Library Science, rejected cards, and quantities sent to the Technical Information Dissemination Bureau (SUNY-Buffalo) appears in Table I. A more specific break down of rejected cards is contained in Table II.

Referring to Tables I and II these observations can be made:

The range of shelf list cards held by F.A.U.L. members is 581-8,600 and the mean is 4,668, totalling 23,341 cards. Of these, 2,621 were sent to the Projects Assistant for collecting, merging, and synthesizing duplicated entries, and analyzing certain characteristics. After synthesis, the rejected cards were withdrawn, and the remaining 1,828 were forwarded to the Technical Information Dissemination Bureau for conversion into machine readable form. The mean was thereby reduced to 346 entries per institution, indicating an average of 149 cards duplicated among the five universities.

By far the principal cause for rejecting cards was the language in which the entry was written. Of the 343 rejected cards, 258 (or 75.2%) were directly attributable to this cause. The analysis further revealed that over 16 languages were involved, with Spanish, French, and Russian citations the most numerous. Some of the Roman alphabet languages do appear in the list, but only if they did not contain special characters and accent marks. Other languages which occurred more than five times were Hungarian, Yugoslavian, Czechoslovakian and Polish.

More detailed instructions to the individuals who pulled the cards could have remedied this situation, but the project staff wanted to find out if some Roman alphabet items could be converted in the Pilot Project. Further comment about this condition appears in the Conclusion and Recommendations section of this report.

FAUL LIBRARY	Tot. Cards in LC Class Z116-Z1000.5	Tot. Cards Rec'd by Proj. Asst	Reject Cards	Usable Cards	Dup Cards	Dup 1/ Entries	Entries Input
Binghamton	581	500	39	470	104		
Buffalo	4,050	514	113	401	179		
Cornell	8,600	509	30	479	132		
Rochester	3,770	583	67	516	191		
Syracuse	6,340	515	103	142	103		
TOTALS	23,341	2,621	343	2,278	709	473	1,828
Mean/Inst.	4,668	524	69	456	142	95	342 2/

TABLE I

Summary of shelf list card condition and quantities

1/ Duplicated entries were not calculated by separate institutions
2/ Total 'entries input' is at slight variance with chart calculations because entries were re-examined during first proofing and some were added or rejected

REASONS FOR REJECTION	NBiSU-H	NBuU	NIC	NRU	NSyU	TOTAL	%
1. Total # of rejects	30	113	30	67	103	343	100%
2. Serials	0	4	1	15	13	33	9.6%
3. Missing "next card"	1	1	0	0	0	2	.6%
4. Missing tracings	7	11	4	.1	10	33	9.6
5. Poor Xeroxing	1	1	0	0	1	3	.9
6. Several cards for one entry	0	6 (3)	0	0	4 (2)	10	3.4
7. Call # too high	0	0	0	0	1	1	.3
8. Holdings confusing	0	1	0	0	0	1	.3
9. Illegible handwriting	0	1	0	0	0	1	.3
10. Missing material (call #, tracings, & collation, etc.)	1	0	0	0	0	1	.3
11. Foreign Languages 1/	20	88	25	51	74	258	75.2

TABLE II

Analysis of shelf list cards rejected for entry into ATS system.
1/ See text for discussion.

ANALYSES (cont'd.)

Another category of intentionally rejected items is Serials (see line 2, Table II). This decision was made for several reasons. First of all, the Three R's Councils in New York State are compiling a state-wide serials list; second, the National Serials Data File project has not completed its work to standardize entries within the MARC II format. These two major activities indicate, for the moment at least, that serials data bases may be available without any F.A.U.L. effort other than insuring our ability to use them when they do become available from outside sources.

The final significant category of rejects occurred when tracings or other added entries were missing from cards. The omission of this information significantly reduces the ability of a computer based system to retrieve and display document citations by subject, co-authors, and other important access points. Causes of this omission were basically two: 1) tracings were either on the back of the shelf list card and were therefore not duplicated when cards were sent to the Projects Assistant, or the tracings appear on a second card in the shelf list and were therefore missed altogether; 2) in some cases libraries do not put tracings on shelf list cards, but on the main entry card in the public catalog. In the second case, libraries had to pull shelf list cards, duplicate them, then extract the tracing information from the public catalog in a two-step operation. Significant increases in time and cost were thereby incurred.

With some extra work by each library, the total number of rejects could have been dramatically reduced. Some work can be avoided if firm procedures and input specifications are followed in subsequent F.A.U.L. operations.

A gross summary of the above input statistics appears in Table III.

CITATION STATUS	QUANTITY	%
Cards Received	2621	100
Cards Rejected	343	16
Cards Usable	2278	84
Entries Input	1828	100
Entries Duplicated	473	26

Table III
Summary of citation activity

A note of caution: These overlap measurements were made before initial input, not after the merged list was produced and holdings checked by each F.A.U.L. library. A random sample of the Z class was not drawn, but rather a sequencial one. These constraints in-

ANALYSES (cont'd.)

validate any conclusions which might be inferred from the above chart. A subsequent effort is described below in part 2 of this section.

2. Citation overlap study

Initially, the Systems Committee and the MASFILE Input Group investigated the possibility of performing a full-blown overlap study as part of the Pilot Project. This objective was side-tracked for the following reasons.

a. A random sample from each file would have necessitated drawing cards based upon a table of random numbers sequencially counting cards in a given shelf list. For the large files of 6,000-8,000 cards this would have taken too much staff time.

b. A random sample based upon a computer algorithm which translated random numbers into fractions of inches, though available, was also ruled out as too time consuming.

c. Generalization of the resultant study would be valid only for the selected Z class, not the full collections of each library.

d. Knowledge of collection overlap would not change acquisition habits, since these are (or should be) grounded in the curricular and research objectives of each university.

e. Overlap studies become valuable if centralized technical processing is being investigated, or materials of peripheral interest are thought to be wastefully duplicated.

The time and staff available were in short supply, and the need for overlap knowledge was not of major importance; nevertheless the Committees felt that the experience determining overlap was valuable, and should be built into phase II of MASFILE as part of the input system. Partially in preparation for that step, the Committees agreed to a post hoc overlap study to layout the procedure for obtaining these data. This procedure took the following form.

1. A random sample of 50 citations was drawn from the final proof printout of the Holdings List. The upper classification number was Z124, the highest number pulled by Cornell which owns the largest collection in the Z class.

2. The number of libraries which claimed ownership of each item were manually tabulated and compared with a count made before merging the shelf list card at input. (Table IV)

Citations	Quantity of Libraries					
	1/	2	3	4	5	N
Identified at input	1512	256	43	14	3	1828
%	83.	14.	2.	.7	.3	100%
Identified on Holdings list (Sample)	37	7	3	1	2	50
%	74.	14.	6.	2.	4.	100%
% Difference	-10	0	+300	+285	+1300	

TABLE IV

FAUL libraries sharing citations
1/ Citations not shared with other institutions.

	Binghamton	Buffalo	Cornell	Rochester	Syracuse
Bing.	less th.1%	X	X	X	X
Buff.	6%	12%	X	X	X
Corn.	4%	16%	50%	X	X
Roch.	4%	6%	12%	12%	X
Syr.	4%	10%	10%	6%	less th 1%

TABLE V

Overlap of citations owned by any two F.A.U.L. institutions (random sample, N=50)

ANALYSES (cont'd.)

3. A statistical analysis extrapolated the percent of overlap between any two institutions. (Table V on page 9, and N.B. below).

Table V shows the % of citations shared by any two institutions. A sample of 50 citations were used in compiling this data. The accuracy of this table of overlap percentages applies only in the Z116 through Z124 section of this Holdings List.

It can be seen from the table that less than 1% of the citation sample is held by Binghamton alone; 6% is held by Binghamton and Buffalo, 50% is held by Cornell alone, etc.

From these tables, a general idea of overlapping can be derived. About 70% of the citations apparently are not shared by any institution. A maximum of 5% of the citations are shared by five libraries. A more broadly designed study must be made to make any generalizations outside of the class boundaries of Z116 to Z124. (See Conclusions and Recommendations below).

3. Time and cost studies

The unit cost per citation handled was very high indeed--at least $7.99 per citation listed. Data for this analysis was obtained by questionnaire see Appendix, page 28-9) to each institution, the TIDB contract, and records kept by the F.A.U.L. staff. These figures are summarized in Tables VI and VII.

Some obvious observations include: University of Rochester spent the most money in staff time to both pull the sample and to edit the first proof printout (Table VI). The staff used was for the most part professional, and several card files were consulted because of the particular way that shelf lists and public catalogs are distributed.

In Table VII, even though the unit costs are prohibitively high, they are conservative. Significant and costly items are not included, especially travel time, per diem, and report writing. Compared to the unit cost of producing abstract journals they are fairly low. One estimate for a national abstract journal runs $30-50 dollars per item.

N.B. It should be noted that a severe personnel and plant problem caused Syracuse to withdraw from the update phase of the study. In response to a letter from the Coordinator, Mr. Warren Boes, Director of Libraries at Syracuse agreed to a substitute task: the matching of Syracuse's recently converted shelf list records with items in MASFILE (see Appendix, page 27). As of this date, Syracuse has obtained the MASFILE-I tape from TIDB, but no programming has been done. This condition significantly lowers the validity of the overlap study and accounts, in part for the dramatic increase in differences in the percentages of citation sharing in Table IV.

	Sampling, Xeroxing, manual merge		Local editing		Totals	
	Time	Cost 2/	Time	Cost	Time	Cost
Binghamton	9,00	23,00	12.00 3/	55.00	21.00	78.00
Buffalo	8,00	14.00	52.00	217.00	60.00	231.00
Cornell	8,35	35.00	45.00	190.00	53,35	225.00
Rochester	14.00 1/	47,00 1/	104.00 5/	658.00 5/	118.00	705.00
Syracuse	8.00	14.50	48.50 4/	203.50 4/	56.50	218.00 4/
Coord. Off.	55.45	179.00	NA	NA	55.45	179.00
Totals	102.80	312.50	261.50	1323.50	364.30	1636.00

Table VI

Time and costs for non-machine related expenses.

1/ U. of R. consulted several files for information

2/ Cost is given at average rates of $2.17 per clerical hour, and $6.33 per professional hour

3/ SUNY-Binghamton's file contained 581 items (see Table I for comparison with other F.A.U.L. libraries)

4/ Estimated as the mean between Cornell and SUNY-Buffalo since the edit phase was not done by Syracuse

5/ U. of R. used professional staff for this work

	LOCAL		F.A.U.L.		TOTALS	
	TIME 1/	COST	TIME	COST	TIME	COST
Local 2/	309	1457.00	NA	NA	309	1457.00
Coord. office	NA	NA	215	640.00	215	640.00
TIDB contract	NA	NA	NA	9,883.00	NA	9883.00
Meetings	360	2279.00	72	346.00	432	2625.00
Totals	669	3739.00	287	10,869.00	956	14605.00 3/
UNIT COST 4/	.37	2.05	.16 5/	5.95	.52 5/	7.99

Table VII

Summary of gross costs, MASFILE-I

1/ Time = total man-hours

2/ Local = F.A.U.L. library staffs

3/ Exclusions, travel, per diem of all participants, local supplies, report writing, postage and telephone

4/ Unit cost derived by dividing 1828 citations into totals

5/ Note that TIDB time is not figured in this estimate

ANALYSES (cont'd.)

The real cost-benefit pay-off comes when the MASFILE is used in rendering library services. If F.A.U.L. ceased to develop such a data base and did not use it, this investment is wasted. Some of these uses are discussed below in Conclusions and Recommendations.

Conclusion and Recommendations*

Objective 1. To test the utility and cost of compiling a manipulative data base from remote card files.

It is obvious that to continue the procedures used during the MASFILE-I Pilot Project would be prohibitively expensive. At $7.99 per record, a file of one million documents would require about 8 million dollars. In addition, it would take about 4 million man-hours. Obviously F.A.U.L. will never have that kind of money. Methods must be sought which reduce the unit cost drastically and minimize the number of hours required to do it. Several aspects must be considered in this process; a few are noted below.

1) Conversion from local card files should not be done unless no other way can be found;
2) Quality control for MASFILE should be an assigned responsibility at either one point in the system or at each institution participating in such projects;
3) Proofing and updating machine readable records are the most costly and time-consuming activities in the whole input/output process, and must be done for the most part by trained human beings;
4) Procedures and rules should be derived from pilot projects such as MASFILE-I by responsible F.A.U.L. staff members who have authority to represent their institutions to F.A.U.L. and from F.A.U.L. to their institutions;
5) As much of the work as possible should be done by clerical level people;
6) A general agreement should be reached on several points:
   a. What will MASFILE records be used for? Then,
   b. What should a F.A.U.L. record look like?

These questions have been debated over the past 9 months, and only now are we beginning to arrive at some answers.
7) If possible, MASFILE records should be generated as a by-product of some other in-house operation. More about this point under Objective 6 below.

Objective 2. To test the utility of the Administrative Terminal System (ATS) for inputting bibliographic data into computer files from catalog card copy at a central location.

---

*The conclusions and recommendations in this section are not to be considered formal or from any official F.A.U.L. committee. They are purely the conjectures of the Coordinator and are offered here for discussion purposes only. He is solely responsible for any inaccuracies or faulty logic.

The administrative Terminal System is the best system in F.A.U.L. for inputting and editing textual information. According to the information from the Technical Information Dissemination Bureau (TIDB) at SUNY-Buffalo, about 15 records can be input and proofed per hour at a cost of about 65 cents per record. Again, using our million title example, machine input alone takes about 66,000 hours or 34 man-years (or 34 people working at terminals 37 hours per week for one year), and the cost would be about $650,000. This figure does not include machine storage and processing capacity increases nor does it include line charges if some of the work were done remotely. Clearly, we are in an expensive enterprise.

In some respects, the IBM MT/ST (Magnetic Tape/Selectric Typewriters), Flexowriter and Dura Mach paper tape typewriters can perform about 40-60% of the work done on this particular application at less machine cost but at a slower rate. Cornell and Syracuse both have (or shortly will) MT/ST machines. Syracuse and Buffalo have IBM2741 terminals, and the University of Rochester has the Dura Mach 10--all located within the library. These are the potential input "ports" for local as well as MASFILE applications (see Objective 6).

Syracuse has used a commercial group which employs optical scanning equipment with some success. The conversion was fast and relatively cheap. Again, proofing and updating are the costly factors in time and money.

Objective 3. To test the adequacy of a modified MARC tagging scheme for labelling, inputting, and retrieving formatted bibliographic data elements.

For the purposes of this project, the tagging scheme used by the TIDB was very successful. It is not MARC II, and this fact has caused some concern in F.A.U.L. committees. It is unlikely that TIDB will change its own format to accommodate F.A.U.L. unless specifically requested and paid by F.A.U.L. to do so. The scheme appears, so far, to work for SUNY-Buffalo's purposes, and no formal arguments have been advanced for such a change other than the Board resolution of April 23, 1968. This resolution explicitly stated that the MARC II communications format should be the F.A.U.L. standard format. The current feeling appears to be that as long as MARC II records can be converted to the Buffalo system, there are few problems. The problems arise when data is transferred from Buffalo to another institution which expects a literal and full MARC II format. This issue has yet to be resolved. No computer system known to the Coordinator uses MARC II literally including Library of Congress and Argonne National Laboratory, the public distributor of MARC tapes.

Objective 4. To determine overlap of items in the file.

These efforts are described in the ANALYSES section of this report. In general, because of time, staff and cost constraints a truly adequate design could not be implemented. If MASFILE continues and contains an adequate representation of the current holdings of F.A.U.L. libraries this kind of information can be easily obtained by computer.

CONCLUSIONS AND RECOMMENDATIONS (cont'd.)

What must be done first is to determine the reasons for such studies, the uses to be made of the resultant data and relate them to decision-making in each member library and the F.A.U.L. network taken as an administrative unit.

Objective 5. To aid F.A.U.L. in designing a compatible worksheet for transferring the intellectual product of local catalogers into various on-line and off-line machines.

The initial idea of developing a worksheet for inputting citations to a MASFILE-I data base was abandoned early by the Systems Committee and the MASFILE Input Group. It was discovered that the IBM2741 terminal operators at SUNY-Buffalo were accustomed to handling data directly from catalog cards without using intermediate worksheets when cards were availalbe. Worksheets appeared to be valuable for current input before cards were produced and for staff training.

After the concentrated effort of compiling and updating the Holdings List was completed, two sub-committees were formed to develop compatible F.A.U.L. worksheets and data elements. Both of those tasks were to allow for local as well as MASFILE needs. Since there was no agreement on what MASFILE will be used for, specifying data elements for it became somewhat arbitrary. At this point a "consensus survey" was begun by the Coordinator, the implementation of which is still in progress.

Objective 6. To develop recommendations for building a bibliographic data base.

Assuming that F.A.U.L. as an organization wants a machine manipulable data base which contains bibliographic descriptions of documents, held by the five F.A.U.L. libraries, the following eleven key points should be considered in any recommendations:

1) MARC II has been adopted as the F.A.U.L. standard for information interchange and data communication.

2) The MARC Distribution System of the Library of Congress intends to cover current U. S. imprints in the English language, and began operating April 1, 1969. F.A.U.L. has a subscription and a modest processing contract for about $6,000 with the Technical Information Dissemination Bureau to operate as a F.A.U.L. MARC Processing Center.

3) The REtrospective CONversion (Project RECON) work by John Lorenz and Henriette Avram will conclude soon at the Library of Congress. The resulting report will give a comparison of alternative input systems and costs as well as other valuable information.

4) The National Serials Data File project has not yet produced a MARC II standard format for serials; a state-wide list of serials held in NYS libraries is well under way.

5) Cyrillic and other non-Roman alphabets cannot be easily input into machine readable form, yet.

CONCLUSION AND RECOMMENDATIONS (cont'd.)

6) F.A.U.L., in its institutions, has several machine-readable data bases already

Buffalo	-	shelf list
Rochester	-	science Serials
Syracuse	-	shelf list and Acquisitions data
Cornell	-	recent Acquisitions data
Binghamton	-	Acquisitions data, book cards
F.A.U.L.	-	MASFILE-I

7) Input costs and man-hours expended in producing the Holdings List exceeded $7.99 per item and about 1/2 hour per item to process.

8) A F.A.U.L. compatible worksheet is being developed for local as well as F.A.U.L. use, including MARC tags by the Systems Committee and the MASFILE Input Group.

9) Cornell and Syracuse have IBM MT/ST magtape typewriters (Syracuse will also have a converter which will convert MT/ST codes into computer readable magnetic tape.

10) Both the MT/ST and 2741 terminals can be used to tag, input, edit, and update textual information.

11) Syracuse has said that its systems staff will investigate and test the use of search codes to access bibliographic data bases. Syracuse also intends to update the MASFILE-I tape using data from the converted shelf list.

The following recommendations for MASFILE-II are offered in the form of a proposal for formal consideration by the Board of Directors and appropriate F.A.U.L. committees. Early agreement to the concept by the Board of Directors is urged. (see MASFILE-II Proposed Workflow.)

1) That MASFILE-II formally begin as soon as possible for a period of one year as the major F.A.U.L. effort;

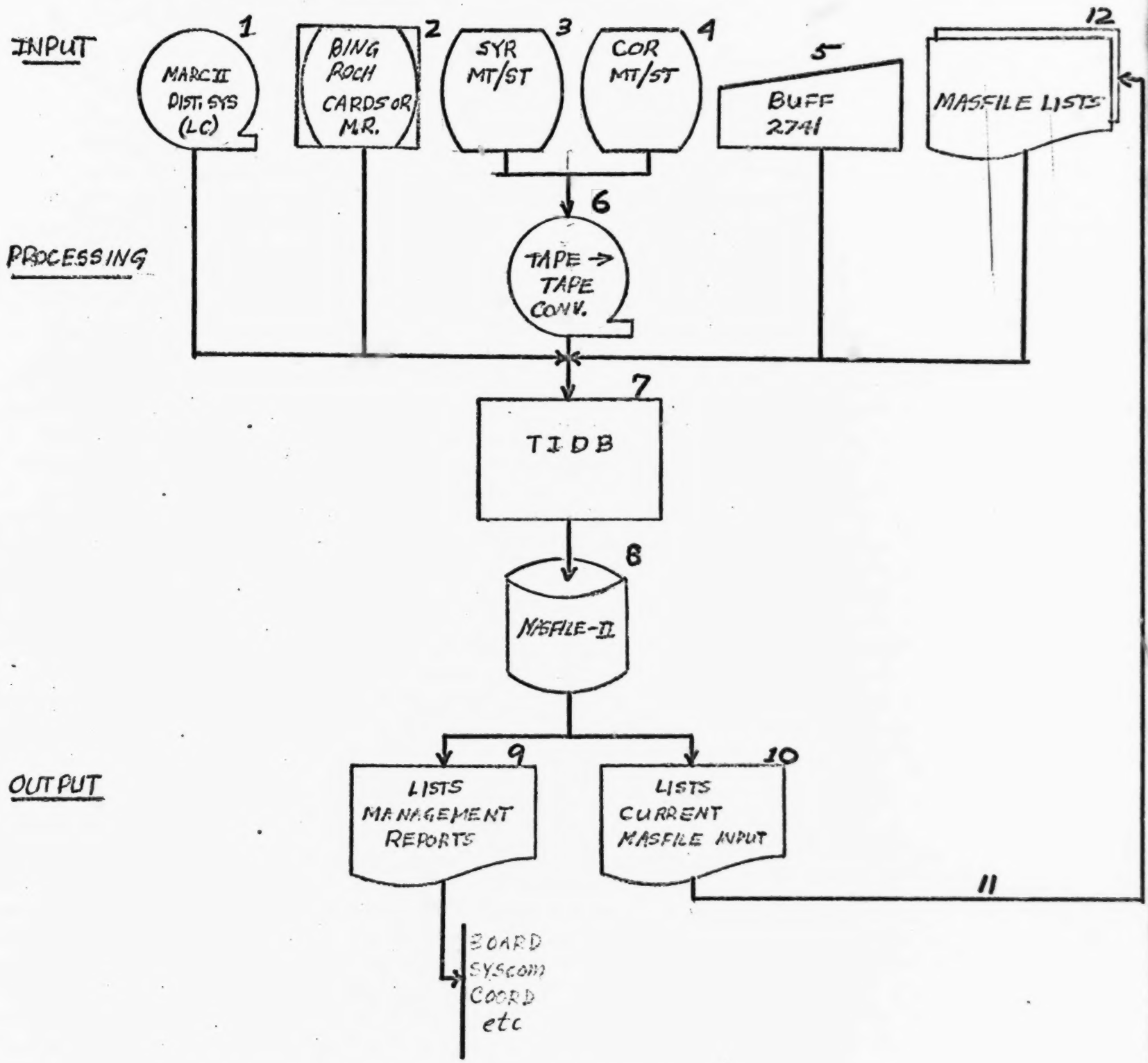
2) That the major effort continue to be to add local holdings to the present MASFILE at the Technical Information Dissemination Bureau;

3) That MASFILE-II contain records which are entered primarily by SUNY-Buffalo, Cornell, and Syracuse by means of IBM2741 terminals and MT/ST equipment; (see flow chart, p. 16)

4) That selected MARC II records be accumulated in MASFILE-II whether owned by F.A.U.L. libraries or not, with the phrase "Not checked for F.A.U.L. holdings" or a similar statement;

5) That specific staff members be assigned responsibility in each F.A.U.L. library and the TIDB, to devise ways and means to control consistency and quality of input, under the monitorship of the F.A.U.L. Systems Committee

MASFILE-II PROPOSED WORKFLOW



1 MAGTAPES FR L.C. MARC DISTR. SYSTEM

2 CARDS AND/OR MACH-READBL RECDS IN MARC-II FORMAT

3-9 MT/ST TAPES IN MARC II FORMAT

5 2741 TERMINALS INPUT IN MARC II FORMAT

6 MT/ST TAPES CONVERTED TO COMPUTER TAPES

7 T.I.D.B. MERGE, EDIT, STORE SEVEN INPUT STREAMS

8 MASFILE RECORDS STORED, READY FOR OUTPUT

9 MANAGEMENT REPRTS: OVERLAP, COUNTS, COSTS, TIME

10 CURRENT MASFILE-II ACQUISITION'S

11 " " " SENT TO FAUL LIBRARIES

12 " " " UPDATED, RET'D TO T.I.D.B.

6) That libraries which elect not to input original records in machine readable form, accept responsibility for adding holdings to stored MASFILE records on a routine basis using bi-weekly printouts of MASFILE accessions by the TIDB.

7) That the Systems Committee and MASFILE Input Group conclude their efforts to:

   a. Design, test, and implement a worksheet
   b. Design, test, and implement a F.A.U.L. MARC record design for MASFILE-II as well as local use
   c. Design, test, and implement search codes for locating items in both MASFILE and local files
   d. Define the scope of MASFILE contents, e.g. which records should be entered
   e. Refine the MASFILE-II design and its cost for final Board approval
   f. Determine what management data is needed to monitor the progress of MASFILE-II

8) That the Technical Information Dissemination Bureau be asked to perform the following tasks:

INPUT a. Acquire MARC II tapes, delete inappropriate records (e.g. juvenile literature) and enter them into MASFILE on a bi-weekly basis in MARC II format beginning with April 1 tapes;

b. Acquire computer tapes from Cornell and Syracuse which contain selected records produced by MT/ST at both institutions, as determined by the Systems Committee and enter them into MASFILE on a bi-weekly basis in MARC II format;

c. Acquire one copy of main entry catalog cards, or the equivalent from Rochester and Binghamton, convert them into MARC II format and enter them into MASFILE

d. Enter Buffalo's current records into MASFILE in MARC II format.

e. Enter updated information received from F.A.U.L. libraries.

PROCESSING

f. Write, test, and implement computer software which:

1) Converts SUNY-Buffalo and MASFILE-I records into MARC II format, especially tagging

2) Converts MARC II records as received through the MARC II Distribution System, from Cornell and Syracuse, into the F.A.U.L. version of MARC II as determined by the Systems Committee

3) Perform machine sorting, selection, and listing of stored citations as required

4) Produce management reports on a monthly basis

OUTPUT g. Print a bi-weekly list with quarterly cumulations of citations input to MASFILE during the periods covered

h. Print monthly management reports of costs, time, and overlap for the Borad of Directors, the Coordinator, Systems Committee, and committee chairmen

9) That Syracuse be responsible for:
   a. Designing and testing search codes;
   b. Updating MASFILE-I to the same level which the other F.A.U.L. libraries have done by any appropriate means;
   c. Input records to SUNY-Buffalo via MT/ST converted tapes acceptable for input into MASFILE by TIDB
   d. Under arrangement with Cornell, convert Cornell's MT/ST tapes to computer tapes acceptable for input into MASFILE by TIDB
   e. Add holdings to bi-weekly MASFILE II lists.

10) That Cornell be responsible for:
   a. Collecting citations in machine readable form on MT/ST in MARC II format;
   b. Forwarding MT/ST tapes to Syracuse for conversion into computer tapes acceptable to MASFILE-II;
   c. Add holdings to bi-weekly MASFILE lists.

11) That Binghamton and Rochester
   a. Send main entry catalog cards to Buffalo for conversion, or convert locally into MARC II formats (costs to be adjusted accordingly)
   b. Add holdings to bi-weekly MASFILE-II lists.

Many details need to be worked out before accurate costs and staff time requirements can be finally determined. The above procedure can be modified as resources permit, but a serious attempt has been made to incorporate local operational plans and effort into MASFILE-II as a by-product, thereby minimizing extra effort and costs to F.A.U.L.

APPENDICES

TO: F.A.U.L. Executive Council

FROM: Ron Miller

SUBJECT: MASFILE-I; computer facility tasks; cost estimates.

A. Tasks:

1. Input 2500 items from selected LC class or other set of documents (e.g. general reference).
2. Print list in main entry order, 6 copies burst, unbound. (list #1). Send to Leslie Rossin.
3. Input edited materials to list #1. (location codes, class codes). What input forms are needed?
4. Print list #2 for editing in main entry order.
5. Input edit/changes to list #2.
6. Proof printout in main entry order with main entry, title, LC card #, and class # indexes (list #3).
7. Update and output in final format for printing, 50 copies (alternate printing systems determined).

B. COST ESTIMATE (TIDB)

Alternative I		Alternative II	
Input/proof/edit	3,340		3,340
Listing/programming	960		960
Printing Syst. study	2,730	Line printing	480
General programming, debugging, Clerical assistance, and misc.	5,570		5,023
	12,600		9,883

Letter contract with TIDB confirms Alternative II

Five Associated University Libraries

Binghamton / Buffalo / Cornell / Rochester / Syracuse

December 17, 1968 Office of the Coordinator of Library Systems

Mr, Gerald J. Lazorick, Director
Technical Information Dissemination Bureau
4232 Ridge Lea Road
SUNY-Buffalo
Amherst, N. Y. 14226

Dear Jerry:

This letter confirms arrangements for the performance of work by the staff of the Technical Information Dissemination Bureau for the Five Associated University Libraries. The work described below is called the MASFILE-I Pilot Project and will cost $9,883.00. The following tasks are included:

Input a maximum of 2500 citations from edited shelf-list cards (the actual quantity of cards will be less than 2000);

Proof-read, edit, and print at least two edit lists in six copies, and mail (special delivery) to the F.A.U.L. Projects Assistant, Miss Leslie Rossin;

The final list of citations will appear in main entry order, with LC card number, short title, and class number (from 80 b-f holdings fields) indices;
Format of each printout will be approved by the Coordinator;

The delivery of the first full edit list will be seven weeks from the date of initial input;

Revision of the edit lists by TIDB will take one week from receipt of data from the Projects Assistant;

Printing of 50 copies, cover design and ring binding the final list (with indices) by TIDB will take two weeks, after approval is given by the Coordinator.

All programming, tapes and documentation done by TIDB for MASFILE remain the property of F.A.U.L.

I look forward to continuing our close working relationship in the months ahead.

Sincerely,

Ronald F. Miller
Coordinator of Library Systems

RFM/mbk

CC: D. Kaser

106 Roney Lane
Syracuse, New York 13210
Phone: (315) 476-5541, Ext. 3021

DATE DOCUMENT NAME PSR'S

30p DM 28.-±
73t Title.±
83t GDB67-A46-126±
80f NSyU/Z315B49A3/(1)±
92t 655.4 24±
94t 68-70312±±

90t Z232.T8B55± (LC call #)
90a 0049± (Rowood call no, hereused as FAUL item #)
10t Bernard, Auguste Joseph, 1811-1868.± (main entry)
20t Geofroy Tory=: painter and engraver: first royal printer: reformer of orthography and typography under Francois I. An account of his life and works, by Auguste Bernard, tr. by George B. Ives.± (Title entry)
22t Geofroy Tory± (filing or short title)
30a (Cambridge, Mass.)± (place of publication)
30b The Riverside press± (publisher)
30c 1909± (pub. date)
40t 11 p., 332 p. illus. 29 cm.± (collation)
60b Printed at the Riverside press for Houghton Mifflin company, Boston and New York. CCCLXX copies. no. 233 Designed by Bruce Rogers.± (notes)
60z ± (to note changes on LC card)
70t Tory, Geoffroy, Treasure Room± (Tracings subject)
71t Ives, George Burnham, tr.± (Tracings author)
80e NRU/Z232T71b/(1)± (holdings statement, e.g. Rochester / Roch class # / (1) copy)
94t 9-10130±± (LC card number)

90t Z241.B37±
90a 0050±
10t Berners, Juliana, dame, b. 1388? supposed author.±
20t The boke of Saint Albans=, by Dame Juliana Berners, containing treatises on hawking, hunting, and cote armour: printed at Saint Albans by the schoolmaster-printer in 1486, reproduced in facsimile, with an introduction by William Blades...±
22t Boke of Saint Albans±
30a London±
30b E. Stock±
30c 1881±
40t 32 p., facsim.; 90 l., wdcts. 25 cm.±
50t Coats of arms±
60z ±
60c Xerox copy.±
70t Falconry.±
70t Hunting.±
70t Heraldry.±
70t Incunabula -- Facsimiles.±
71t Blades, William, 1824-1890, ed.±
73t Title.±
80e NBuU/Z241B37/(1)±
94t 16-22524±±

90t Z1242.5.H43±
90a 0051±
10t Heartman, Charles Frederick, 1883- ±
20t What constitutes a Confederate imprint=? Preliminary suggestions for

0352 (CONTINUED)
Jedrzejowska, Helena. Pelczarowa, Maria.

NIC/Z240D19/(1)
NSyU/Z240D2/(1)

0353
Dapp, Charles Frederick, 1880-
The evolution of an American patriot, being an intimate study of the patriotic activities of John Henry Miller, German printer, publisher and editor of the American revolution ... (by) Charles Frederick Dapp ... Philadelphia 1924 68 p. front. (facsim.) pl. 26 cm. Thesis (PH. D.) - University of Pennsylvania, 1913. Reprint from Proceedings of the Pennsylvania German society, vol. 32. Bibliography: p. 66-68.
Z232.M64D2 24-23060

Miller, John Henry, 1702-1782. Henrich Millers Pennsylvanischer staatsbote, 1762-1779. Title.

NBuU/Z232M64D2/(1)
NRU/E207M64d/(1)

0354
Davies, David W
The world of the Elseviers, 1580-1712. The Hague Nijhoff 1954
159 p. 21 cm.
Z232.E5D3 54-14523

Elsevier, family of printers. Title.

NBuU/Z232E5D3/(1)
NIC/Z232E49D25/(1)
NRU/Z232E49d/(1)
NSyU/Z232E5D25/(1)

0355
Davies, Hugh William.
Devices of the early printers, 1457-1560; their history and development, with a chapter on portrait figures of printers, by Hugh William Davies ... London Grafton & co. 1935 xi, 707 p. incl. front., illus. (facsims.) 23 cm. Reproductions of printers' devices and annotations to same: p. 182-699. Bibliography: p. 700-701.
Z235.D25 655.1 35-2806

Printers' marks. Printers. Title.

0355 (CONTINUED)

NIC/Z235D25 1935/(1)
NRU/Z235D25d/(1)

0356
Dawe, George Grosvenor, 1863-
Melvil Dewey, seer: inspirer: doer, 1851-1931; biografic compilation by Grosvenor Dawe. Library ed. Lake Placid Club, N. Y. Melvil Dewey biografy 1932 391 p. plates, ports., fold. map, facsims. 24 cm. A bibliography of Melvil Dewey, by Margaret Zenk and Roby Bair: p. 367-384.
Z720.D5D3 920.2 33-474

Dewey, Melvil, 1851-1931. Zenk, Margaret, comp. Bair, Roby, joint comp.

NBiSU-H/Z720D5D3/(1)
NIC/Z720D51D26/(1)
NRU/Z720D51d/(1)

0357
Day, Kenneth.
Book typography, 1815-1965, in Europe and the United States of America, edited, with an introd. by Kenneth Day. (Chicago) University of Chicago Press (1966)
xxiii, 401 p. facsims. 24 cm.
Translation to Anderhalve eeuw boektypografie, 1815-1965.
Z116.A2D313 1966a 655 66-13864

Book industries and trade. Printing -- Hist. Title.

NBiSU-H/Z116A2D313/(1)
NBuU/Z116A2D313 1966a/(1)
NIC/Z116A2D27 1966/(1)
NSyU/Z116A2D313 1966a/(2)

0358
Day, Kenneth.
Book typography, 1815-1965, in Europe and the United States of America. London Benn 1966
xxiii, 401 p. 172 plates (facsims.) tables. 24 cm.
Originally published as Anderhalve eeuw boektypografie, 1815-1965. Nijmegen, Thieme, 1965.

Book industries and trade. Printing -- Hist. Day, Kenneth. Anderhalve eeuw boektypografie, 1815-1965. -- English. (NIC) Title.

ENTRY NUMBER	TITLE
1414	BIBLIOGRAPHIE DES EDITIONS DE SIMON DE COLINES, 1520-1546
1415	BIBLIOGRAPHIE DES IMPRESSIONS ET DES OEUVRES DE JOSSE BADIUS ASCENSIUS
530	BIBLIOGRAPHIE ZUM PROBLEM DER PROPORTIONEN
108	BIBLIOGRAPHY AND THE PROVISION OF BOOKS.
1552	BIBLIOGRAPHY IN THE BOOKSHOP
936	A BIBLIOGRAPHY OF BOOKS AND PAMPHLETS PRINTED AT GENEVA, N. Y., 1800-1850
937	A BIBLIOGRAPHY OF BOOKS AND PAMPHLETS PRINTED AT ITHACA, N. Y., 1820-1850.
938	A BIBLIOGRAPHY OF BOOKS, PAMPHLETS AND BROADSIDES PRINTED AT AUBURN, N. Y., 1810-1850
542	A BIBLIOGRAPHY OF FATHER RICHARD'S PRESS IN DETROIT.
1251	A BIBLIOGRAPHY OF INFORMATION SCIENCE AND TECHNOLOGY FOR 1966.
242	BIBLIOGRAPHY OF LIBRARY ECONOMY
565	A BIBLIOGRAPHY OF MATERIAL RELATING TO PRIVATE PRESSES
650	BIBLIOGRAPHY OF MATERIALS ON THE HISTORY OF PRINTING IN ITALY
651	A BIBLIOGRAPHY OF MATERIALS ON THE HISTORY OF PRINTING PUBLISHED IN THE NETHERLANDS IN THE NINETEENTH CENTURY
939	A BIBLIOGRAPHY OF MORRISTOWN IMPRINTS, 1798-1820
940	A BIBLIIGRAPHY OF PEORIA IMPRINTS, 1835-1860
1756	BIBLIOGRAPHY OF PRINTING IN AMERICA.
1757	BIBLIOGRAPHY OF PRINTING IN AMERICA
145	A BIBLIOGRAPHY OF PRINTING
146	A BIBLIOGRAPHY OF PRINTING
941	A BIBLIOGRAPHY OF SOUTH CAROLINA IMPRINTS, 1731-1740
480	A BIBLIOGRAPHY OF THE FOULIS PRESS.
615	BIBLIOGRAPHY OF THE GRABHORN PRESS
652	A BIBLIOGRAPHY OF THE HISTORY OF PRINTING IN DENMARK, SWEDEN AND NORWAY
607	A BIBLIOGRAPHY OF THE STRAWBERRY HILL PRESS
1494	A BIBLIOGRAPHY OF TROVILLION PRIVATE PRESS OPERATED BY VIOLET & HAL W. TROVILLION AT THE SIGN OF THE SILVER HORSE
1628	BIBLIOPOLA
1755	BIBLIOTEKA NARODOWA W LATACH 1945-1956
453	BIBLIOTHECA ALDINA
123	BIBLIOTHECA BIBLIOGRAPHICA INCUNABULA
1153	BIBLIOTHECA INCUNABULORUM
590	BIBLIOTHECA TYPOGRAPHICA IN USUM EORUM QUI LIBROS AMANT
490	DIE BIBLIOTHEK EINE KULTURSTAETTE.
90	BIBLIOTHEQUE PROTYPOGRAPHIQUE
333	BIOGRAPHICAL AND BIBLIOGRAPHICAL DICTIONARY OF THE ITALIAN PRINTERS
155	THE BIOGRAPHY AND TYPOGRAPHY OF WILLIAM CAXTON, ENGLAND'S FIRST PRINTER
942	BLEED PAGES ARE EFFECTIVE
1729	BOEKENGERUCHT
127	THE BOKE OF SAINT ALBANS
789	BOKHANDEL OCH BOKFOERLAG I ANTIKEN.
1748	BOMBED BUT UNBEATEN EXCERPTS FROM THE WAR COMMENTARY OF BEATRICE L. WARDE.
293	THE BOOK BEAUTIFUL.
301	BOOKBINDING, AND THE CARE OF BOOKS
300	BOOKBINDING, AND THE CARE OF BOOKS
838	BOOKBINDING IN AMERICA
1485	BOOKBINDING IN COLONIAL VIRGINIA
380	BOOKBINDING
796	BOOKBINDING MADE EASY
592	BOOKBINDINGS
785	BOOK CATALOGS
1781	BOOK CLUBS & PRINTING SOCIETIES OF GREAT BRITAIN AND IRELAND ...
1488	BOOK DISTRIBUTION AND PROMOTION PROBLEMS IN SOUTH ASIA.
1793	THE BOOK FROM MANUSCRIPT TO MARKET
1398	BOOK ILLUSTRATION
836	THE BOOK IN AMERICA
837	THE BOOK IN AMERICA
1190	THE BOOK INDUSTRY
1283	THE BOOK IN ITALY DURING THE FIFTEENTH AND SIXTEENTH CENTURIES SHOWN IN

CLASS	LOCATION	COPIES	ENTRY
Z 240	NSYU	(1)	140
	NSYU	(3)	210
	NSYU	(1)	352
	NSYU	(1)	399
	NSYU	(0)	575
	NSYU	(2)	791
	NSYU	(2)	1271
	NSYU	(2)	1316
	NSYU	(1)	1596
Z 241	NIBISU-H	(1)	135
	NIBISU-H	(1)	136
	NIBISU-H	(1)	137
	NIBISU-H	(1)	183
	NBUU	(1)	127
	NBUU	(1)	260
	NBUU	(1)	433
	NBUU	(2)	1026
	NBUU	(1)	1509
	NIC	(2)	133
	NIC	(1)	134
	NIC	(1)	135
	NIC	(1)	136
	NIC	(1)	137
	NIC	(2)	183
	NIC	(1)	259
	NIC	(1)	260
	NIC	(1)	424
	NIC	(1)	515
	NIC	(1)	741
	NIC	(1)	846
	NIC	(1)	1198
	NIC	(1)	1233
	NIC	(1)	1270
	NRU	(1)	55
	NRU	(1)	127
	NRU	(2)	133
	NRU	(1)	213
	NRU	(1)	259
	NRU	(1)	424
	NRU	(1)	433
	NRU	(1)	474
	NRU	(1)	639
	NRU	(1)	846
	NRU	(1)	1165
	NRU	(1)	1198
	NRU	(1)	1270
	NRU	(1)	1408
	NRU	(1)	1474
	NRU	(1)	1517
	NRU	(1)	1553
	NRU	(1)	1617
	NSYU	(0)	134
	NSYU	(1)	424
	NSYU	(1)	1233
	NSYU	(2)	1270
Z 242	NIBISU-H	(1)	728
	NIBISU-H	(1)	923
	NIBISU-H	(1)	1739
	NBUU	(1)	215
	NBUU	(1)	262
	NBUU	(1)	734
	NBUU	(1)	1254
	NBUU	(1)	1306
	NIC	(2)	262
	NIC	(1)	368
	NIC	(1)	372
	NIC	(1)	733
	NIC	(1)	770
	NIC	(1)	1254
	NRU	(1)	162
	NRU	(1)	262
	NRU	(1)	372
	NRU	(1)	373
	NRU	(1)	553
	NRU	(1)	728
	NRU	(1)	731
	NRU	(1)	733
	NRU	(1)	770
	NRU	(1)	923
	NRU	(1)	1145
Z 243	NIBISU-H	(1)	42
	NIBISU-H	(1)	769
	NIBISU-H	(1)	881
	NIBISU-H	(1)	1229
	NBUU	V1(1)	105
	NBUU	(1)	573
	NBUU	(1)	769
	NBUU	(1)	1229
	NIC	(1)	83
	NIC	(1)	573
	NIC	(1)	668
	NIC	(1)	694
	NIC	(1)	881
	NRU	(1)	83
	NRU	(1)	392
	NRU	(1)	668
	NRU	(1)	680
	NRU	(1)	769
	NRU	(1)	1229
	NRU	(1)	1515
	NSYU	V1(1)	105
	NSYU	(1)	132
	NSYU	(1)	367
	NSYU	(1)	694
	NSYU	(2)	769
	NSYU	(1)	1515
Z 244	NIBISU-H	(1)	321
	NIBISU-H	(1)	762
	NIBISU-H	(1)	1360
	NIBISU-H	(1)	1478
	NIBISU-H	(1)	1554
	NIBISU-H	(1)	1603
	NBUU	(2)	51
	NBUU	(3)	321
	NBUU	(1)	545
	NBUU	(1)	546
	NBUU	(1)	762
	NBUU	(1)	1161
	NBUU	(1)	1235
	NBUU	(1)	1606
	NBUU	(1)	1677
	NBUU	(1)	1678
	NIC	(1)	192
	NIC	(2)	198
	NIC	(1)	223
	NIC	(1)	867
	NIC	(1)	868
	NIC	(2)	1161

TO; Executive Council
Board of Directors
Systems Committee/MIG
Access Committee
Acquisitions Committee
Special Collections Committee

FROM: Ron Miller Ron Miller DATE: March 8, 1969

SUBJECT: How can we design objectives and priorities for building a MASFILE (or machine-stored data base of bibliographic citations)?

Attached is a preliminary list of USES which might be made of a central computer-based store of bibliographic citations. These uses are in random order. To the right of the list are columns headed by F.A.U.L. institution name. The Systems Committee arrived at the list of uses as a group during its March 7, 1969 meeting.

The Committee asks that you do two things to help it design plans for MASFILE-II:

1) add items to the USES column which you think should be made of a central data base. Please use an action verb if possible e.g. "extract," "display," "match," etc.

2) then, under the name of your institution, rate as many statements as you can in priority order; 1=highest priority, 2= next highest, etc.

Return this sheet to Ron Miller by March 21, so that a report and recommendations can be made to the Board of Directors on April 11.

Thank you.

MASFILE: USES AND PRIORITIES

USES	BING.	BUFF.	CORNELL	ROCH.	SYRACUSE
To locate items in MASFILE for I.L.L.					
Extract cataloging copy for local cataloging					
Print book catalogs/indexes					
Print selected bibliographies					
Identify items in MASFILE for book selection					
Combined accessions list, print					
SDI to specific users - announcement bulletin					
Ordering: verification of citations					
Ordering: data extraction for order forms					
Extraction of management data: file use statistics					

LIBRARY SYRACUSE UNIVERSITY

Memorandum

To Ron Miller DATE March 6, 1969

SUBJECT

We have already asked Buffalo for a copy of their Masfile-I tape. We have also already asked Input Services, the commercial processor of our machine-readable shelf list, for a separate tape representing the Z classification. As soon as the two tapes arrive on the campus, we will begin programming so that we can match the two files.

Warren N. Boes

njh

ost data, MASFILE-I input

T=Insert time estimates as man-hours in decimal form (e.g. 3.5 man hours)

NA = not applicable

OPERATIONS SEQUENCE	Coord. Office	NBiU-H	NBuU	NIC	NRU	NSyU	TOT
. Selected class Z 116 - Z 1000.5	NA	NA	November 7, 1968			NA	
2. Pull first 500 items from each library's shelf list	NA	T	T		T	T	
3. Add subject headings/added entries from main catalog	NA	T	T	T	T	T	
4. Sort/proof read	NA	T	T		T	T	
5. Xerox shelf list cards onto card stock	NA	T	T		NA	NA	
. Xerox shelf list cards onto paper lists	NA	NA	NA	NA	T	T	
. Refile cards into shelf list	NA	T	T		T	T	
8. Guillotine card stock		T	NA	T	NA	NA	
. Mail to Miss Leslie Rossin	NA	T	T	T	T	T	
0. Cut paper lists into 3 X 5 slips		NA	NA	NA	NA	NA	
11. Sort decks into main entry order		NA	NA	NA	NA	NA	
12. Stamp NUC codes on upper left corner of each card		NA	NA	NA	NA	NA	
13. Delete cyrillic, highly inflected foreign language cards, and serials from each deck		NA	NA	NA	NA	NA	
14. Merge decks into single file in main entry order		NA	NA	NA	NA	NA	
15. Write down questions about entries to be used in MIG meeting		NA	NA	NA	NA	NA	
16. Xerox shared entries for comparison purposes by MIG		NA	NA	NA	NA	NA	
17. Record statistics about overlap, LC/local etc. per attached summary		NA	NA	NA	NA	NA	

	Coord. office	NBiU-H	NBuU	NIC	NRU	NSyU	TOT
18. Meet with TIDB group to identify input problems		NA	NA	NA	NA	NA	
19. SYSCOM/MIG Meeting at Syracuse		December 9, 1968					
Current summary:							
1. Total time in man-hours for each unit							
2. Estimated cost (man-hours X___)							
3. Elapsed time in working days							

REFERENCES

MF-1	F.A.U.L. MASFILE Pilot Project; sampling
MF-3	MASFILE-I: Computer facility tasks; cost estimates
MF-5	Sub-studies
MF-6	Sample shelf list cards for MASFILE-I input
MF-6-2	Operations Sequence
MF-8	Overlap statistics MASFILE-I input sample
MF-10	Analysis of cards and entries rejected for input into SUNY-Buf falo's ATS System
MF-12	Time-line 2/12/69
MF-14	MASFILE: Uses and Priorities
SC-6	MARC II Usage (Cost estimate)
SC-6	Supplement, MARC II-Usage
SC-7	Selection of Citation Categories

N.B. These and about 50 other Project documents are on file at the Coordinator's office.